

Applying for Caregiver Compensation through the SAS model

COVID-19

As many caregivers are submitting their paperwork for compensation through the Self Administered Services (SAS) model, fiscal agents have seen a large influx of applications and are working to onboard everyone as quickly as possible. Please keep in mind the following as you await responses from fiscal agents:

- Employment packets must be complete when they are submitted by the caregiver or Support Coordinator
 - Employers need to sign page 2 of the I-9.
 - Caregivers need to submit the BCI form, [COVID DACS Form](#) and the [SCE caregiver compensation authorization form](#) with a signature of the Support Coordinator along with all other documents listed on the fiscal agent's hiring checklist. (See checklists attached for your fiscal agent.)
- Caregivers should keep track of their hours using paper timesheets and not the fiscal agent's electronic system. Timesheets must be signed by the Support Coordinator.
- The fiscal agent will use the earliest date possible hire date when they process complete employment packets.
- Any needed adjustments to individual budgets in their PCSP need to be completed as soon as possible.

Completed packets, outlined in each fiscal agent's hiring checklist, should be submitted to the following email based on your chosen fiscal agent:

Acumen: Enrollment@Acumen2.net

Morning Sun: MS-UTHR@morningsunfs.com

Leonard Consulting: customerservice@leonardconsultingllc.com

Valentine CPA: ron@SuperTaxCoach.com

If you have any questions or need assistance completing your packet, please contact caregivercomp@utah.gov.